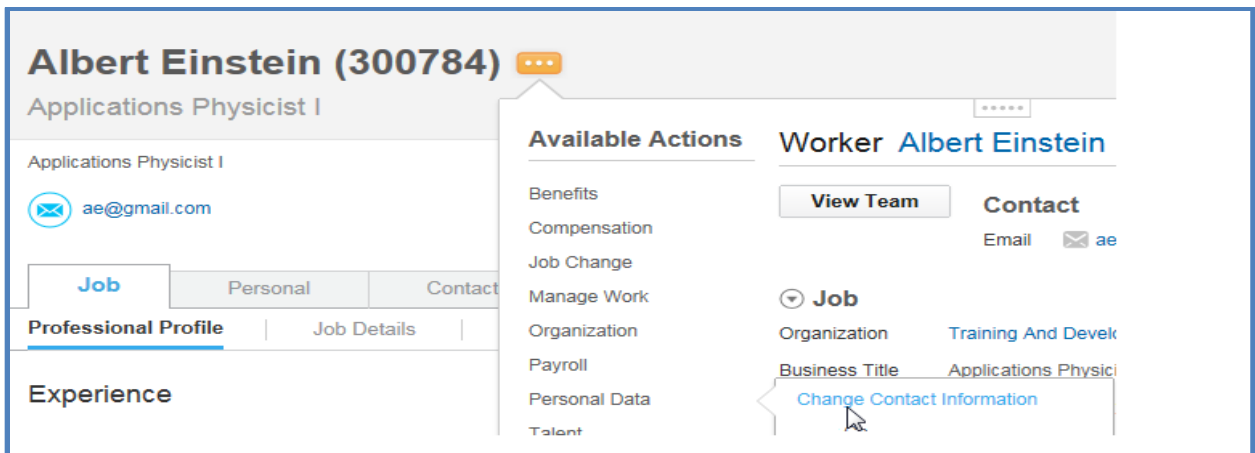


Change Work Contact Information

01.14.15

This example documents how to change the worker's telephone number. Click any field to update the work contact information.

1. Enter the worker's name in the Search box.
2. Press **Enter**.
3. Select the **employee's name** from the Search Results list.
4. Click the **Related Actions** to the right of the employee's name.
5. Click **Personal Data > Change Contact Information**.



Albert Einstein (300784) ...

Applications Physicist I

Applications Physicist I

ae@gmail.com

Job Personal Contact

Professional Profile | Job Details |

Experience

Available Actions

- Benefits
- Compensation
- Job Change
- Manage Work
- Organization
- Payroll
- Personal Data
- Talent

Worker Albert Einstein

View Team **Contact**

Email ae

Job

Organization Training And Devel

Business Title Applications Physic

Change Contact Information

6. Scroll down to **Work Information**.

Change Work Contact Information

01.14.15

7. Click the **Primary Phone** to open the field. Update the work phone number. Click **Done**.

Primary Phone	Phone	Phone +1 (630) 840-3421 (Telephone)
Additional Phone	+	Phone Device * Telephone
Primary Email	Address	Country Phone Code X United States of America (+1)
Additional Email	+	Area Code 630
Primary Instant Messenger	+	Phone Number * 840-4634
Additional Instant Messenger	+	Phone Extension
Primary Web Address	+	
Additional Web Address	+	Done

8. Click any other field to update the work contact information.
9. Click **Submit**.